Mental Health – Documenting a MH Act Schedule 1 (Section 19) Med Cert form within the eMR

Introduction

This quick reference guide details how a user can document the *Schedule 1 (Section 19) – Medical Certificate As To Examination Or Observation Of Person* within the electronic medical record (eMR)

The *MH Act Schedule 1 (Section 19) Med Cert* electronic document is used for when a consumer may be taken to and detained in a declared mental health facility based on this medical certificate. **This document is a prescribed form and should only be completed by an Accredited Person or Medical Practitioner**

1. Accessing the MH Act Schedule 1 (Section 19) Med Cert

1. PowerChart: From the Patient Summary Tab, **open** Doc Launcher and **select** *MH Act Schedule 1 (Section 19) Med Cert* from the relevant Mental Health section

   FirstNet: From the ED Summary MPage Tab, **open** Doc Launcher and **select** *MH Act Schedule 1 (Section 19) Med Cert* from the relevant Mental Health section
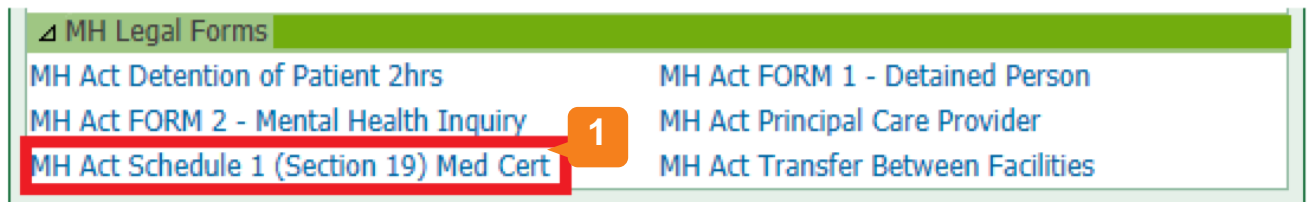
2. Adding data for the MH Act Schedule 1 (Section 19) Med Cert

2. The PowerForm window automatically opens after you select *MH Act Schedule 1 (Section 19) Med Cert* from Document Launcher. **Complete the required details within the form.** Reference text is available by right **clicking within the white Reference text box (link to Mental Health Act 2007 forms)**

Ensure all the details here are accurate as you cannot edit any of the fields within the next document

3. **Sign** the form by clicking the green tick in the top left hand corner

3. Finalising the MH Act Schedule 1 (Section 19) Med Cert

4. After signing the form, the dynamic documentation window will automatically **open**

Note: The information entered in the previous form autopopulates into the dynamic document to create the legal document

5. Thoroughly **review** all the information within the dynamic document

6. **Click Sign/Submit**

7. Upon **Sign/Submit** the note type window opens and the note type for the *MH Act Schedule 1 (Section 19) Med Cert* will automatically populate into the 'Type' field

8. **Click Sign** to finalise the document

NB: Once you have signed/submitted the *MH Act Schedule 1 (Section 19) Med Cert* document you will not be able to modify. To make any changes, Unchart the PowerForm and In Error the document to restart the workflow

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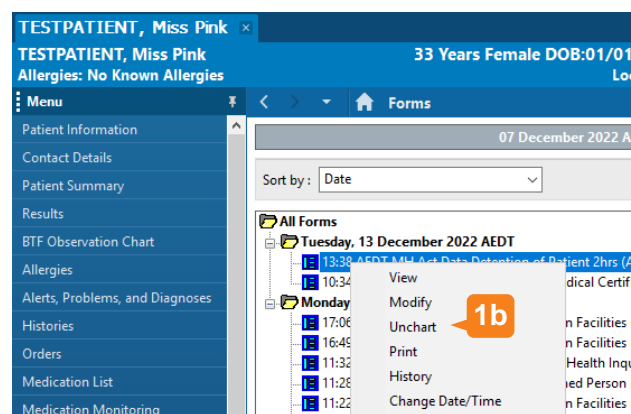## 4. Viewing the MH Act Schedule 1 (Section 19) Med Cert

The final document is viewable within PowerChart and FirstNet, via ContinuousDoc, Documentation, Clinical Notes, and the Results Flowsheet found within the Menu Bar

5. How to Unchart/In Error the MH Act Schedule 1 (Section 19) Med Cert Form and Dynamic Document
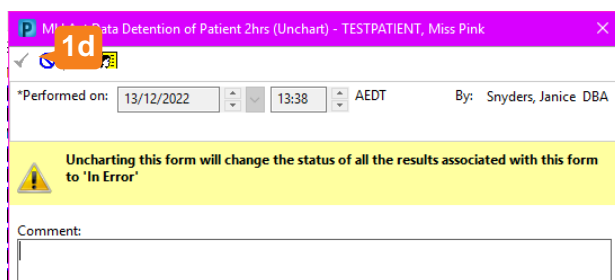
To Unchart/In Error the legal document, you will need to Unchart the form **AND** In Error the final dynamic document

| 1. **How to Unchart the PowerForm**	2. **How to In Error the Dynamic Document**
a. Navigate to 'Forms' within the Menu Bar	a. Navigate to 'Forms' within the Menu Bar
b. **Right click** on the form you wish to Unchart and select 'Unchart'	b. Click on the document name to highlight the document you wish to 'In Error'. Click 'In Error' from the available options

c. The Unchart reason window will open
d. Document the reason to Unchart and **click** sign

The document has now been Uncharted
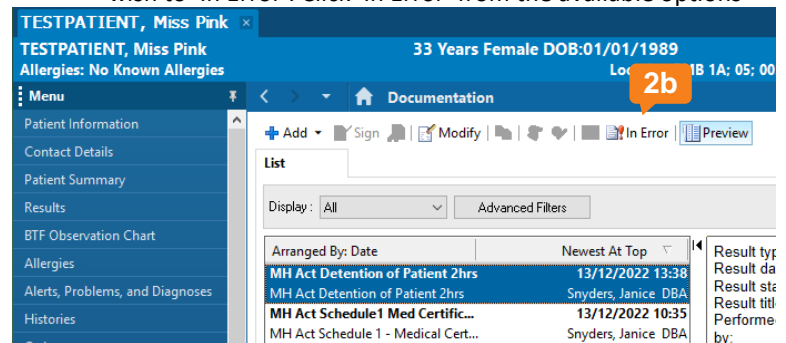
c. The In Error comment window will open
d. Enter a reason to In Error and **click** 'OK'
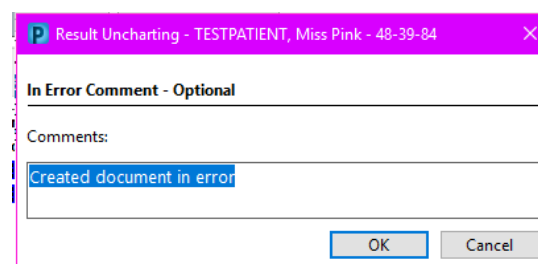
The document has now been marked In Error